# ENGINEERING DATA MANAGEMENT BRANCH LRC-LEO CECOM FT MONMOUTH

## KONFIG CONFIGURATION MANAGEMENT

User's Manual

For

**Custom Code Features** 

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### **Revision History**

Version	Primary Author(s)	Description of Version	Date
0.1 DRAFT	David Xin	Initial Draft	08-2-05
0.2 DRAFT	Mike Dundas	Review	08-3-05

#### Part I Introduction

This document provides an overview of the types of functions a User performs in **KONFIG CM**.

#### **KONFIG CM Manual Topics**

In this guide you will learn:

About KONFIG CM
How to Login/Logout to KONFIG
How to change your Password and Password Security
How to Get Help for KONFIG
How to set up Preferences
How to Use Detail Form (C1)
How to Use Configure Form (C2)
How to Access Drawings
How to Create/Remove ECP Linking
How to Run GBL Reports
How to Run TDPL Reports

## Topics to be covered in this section:

KONFIG Overview

Getting Around KONFIG

Getting Help

#### **KONFIG Overview**

#### **KONFIG Provides:**

- Configuration Management (CM)
- Document/Data Management (EDM)
- Product Lifecycle Management (PLM)
- Search/View/Retrieve
- Workflow (WF)
- Custom Code Features
  - Secure access of all aspects of configuration management information to authorized personnel including engineers, customers, employees, contractors, and other support staff.
  - Aavailable through a secure web-based interface to allow virtual access 24/7.
  - A KONFIGlized database that allows concurrent access to data.
  - Ccapability to track additional information and capture metadata.

#### **KONFIG Security**

Data within KONFIG is protected via 128-bit SSL security to protect information in transit.

#### **Getting Around KONFIG**

#### To Login:

- From your Internet Explorer web browser, go to https://edm.monmouth.army.mil
- 2. Enter your username and password.



#### 3. Click Login.

If you don't have a password or have lost your password, contact the KONFIG system administrator, Richard Currie at 732-427-6510 or email <a href="mailto:Richard.Currie@us.army.mil">Richard.Currie@us.army.mil</a>.

#### To Logout:

 Click the **Logout** icon on the upperright corner of the KONFIG window.



**IMPORTANT!** Remember to log out when you are not using KONFIG. This ensures that a subsequent user can not access KONFIG with your user account.

#### **Password Security**

KONFIG Online security is only as good as its weakest link. Don't be the weakest link!

- **♦ Do NOT share your password with anyone.**
- ♦ Log out when not at your computer.
- **♦ Change your password often.**
- ♦ Change your password immediately after receiving your login information. You will be prompted to change your password semiannually (every 180 days) thereafter.
- ♦ The password must contain at least 3 numbers and at lease 7 characters.
- If someone else requires access, have them contact the KONFIG Help Desk for their own login information.

#### **To Change Your Password:**

- 1. Click the Change Password link in the Preference Page.
- Enter your old password.
   Enter your new password twice.
- 4. Click Submit.

#### **Getting Help**

There are many ways to get help for KONFIG.

#### **Training**

Read this User's Manual. You will find answers to many of your questions here. For information about training, call or email the Support Help Desk, Richard Currie at 732-427-6510 or email Richard.Currie@us.army.mil.

#### **KONFIG Support**

If you require access to this site, please contact the KONFIG Support Help Desk or go to KONFIG website (https://edm.monmouth.army.mil), follow the instruction, and fill out the form. You will receive your login information via email after approval. If you have forgotten your password or are experiencing problems, please contact Support Help Desk.

#### **KONFIG CM Help**



KCMi Online Help is available by clicking this icon after you login to the KONFIG. You may click any following topics to learn more.

- Getting Started
- Setting Preferences
- Folders and Items
- Searches
- Help Topics

## Part II Setting Preferences

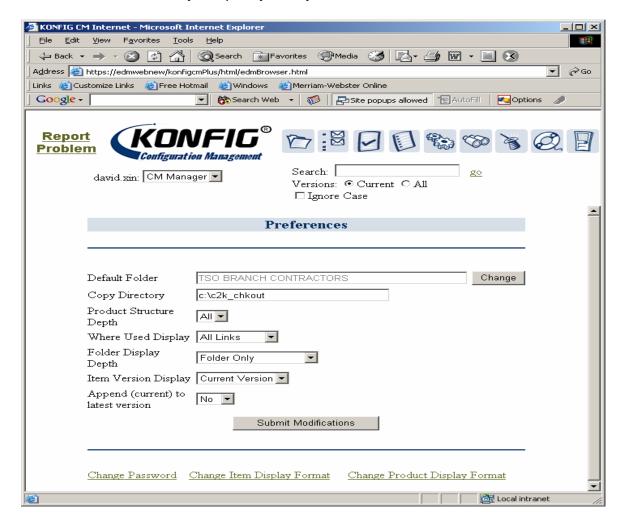
Topic(s) to be covered in this section:

**Preferences Basics** 

**Step by Step to set up your Preferences** 

#### **Preferences Basics**

Preferences are where you specify how you want to interact with KCMi.

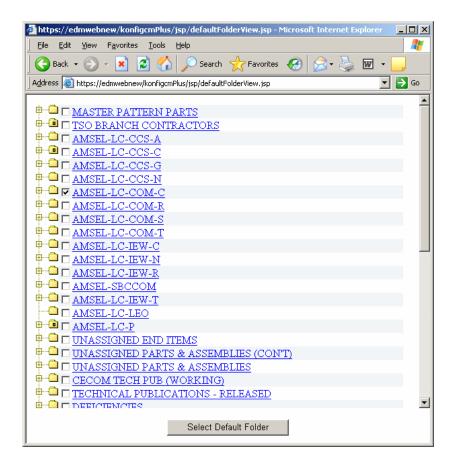


From Preferences page, you may set your Default Folder, Copy Directory, Product Structure Depth, Where Used Display, Folder Display Depth, item Version Display, Append (current) to latest version, Change Password, Custom Item Display Format, and Change Product Display Format.

#### Step by Step to set up your Preferences

#### **Preferences**

- 1. Login to KONFIG Website and click the Preferences icon from the Persistent Banner.
- Set Default Folder:
  - a. The Default Folder setting allows you to choose the folder that you want KCMi to display whenever you log in to KCMi. Set this option to the KONFIG CM database folder you work in most often.
  - b. To set your Default Folder: click Change button and select the check box next to your Branch in the new browser window. Then click the Select Default Folder button.



- Set Copy directory: enter the path for the Copy Directory, such as d:\ c2k\_copy.
- 4. Product Structure Depth: Select one of the following.
  - a. All, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
- 5. Where Used Display: Select one of the following.
  - a. All Links

- b. Current Links
- 6. Folder Display Depth: Select one of the following.
  - a. Folder only
  - b. Folder and Subfolders
- 7. Item Version display: Select one of the following.
  - a. All Versions
  - b. Current Version
- 8. Append (current) to latest version. Select Yes or No for the setting.

#### **Change Item Display Format**

You may change item display format by clicking the Change Item Display Format link. After you click the link, a new window will popup. You may make one of the following selections from this window, create a new Format, or View/Modify forma. As of today, the following formats exist to be used, viewed or modified.

- CECOM\_BSR\_Drawing
- CECOM BSR ECP
- CECOM\_BSR\_RootPart
- CECOM\_BSR\_SpecStd
- CECOM\_C1\_Doc
- CECOM\_C2\_Doc
- CECOM C2 Part
- CECOM\_C2\_Ril
- CECOM MedalsReport
- Default Items List Format

#### **Product Display Format**

You may change product display format by clicking the Change Product Display Format link. After you click the link, a new window will popup. You may select one of the existing Formats, create a new Format, or View/Modify format from this window. As today, the following formats are existing. (See comments above)

- CECOM\_ECP\_ProductStructure
- CECOM GBL
- KONFIG 2000 Default Product Structure List Format
- Default Report Formats
- GBL

## Part III Detail Form (C1)

Topic(s) to be covered in this section:

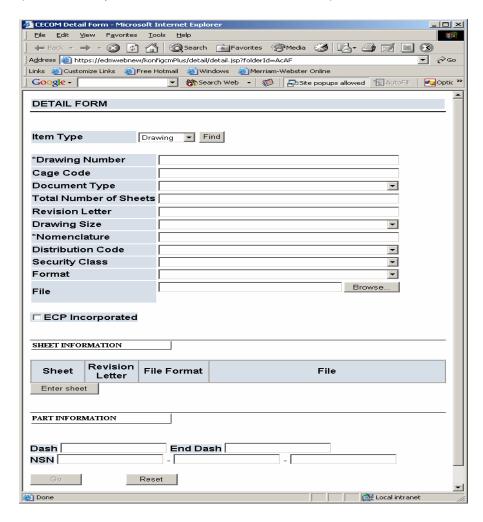
**Detail Form Basics** 

Step by Step to fill out the Detail Form (C1) for Drawing and List

Step by Step to fill out the Detail Form (C1) for Part and Assembly

#### Detail Form (C1) Basics

Detail Form is used to create Objects, such as Drawing, List, Part, or Assembly (Create or update the detail of the Metadata).

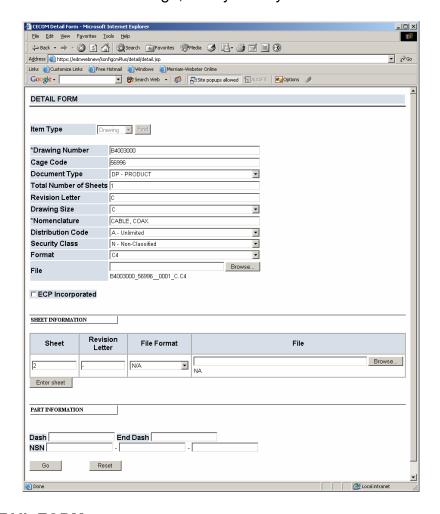


Depending on the type of item, entering data may be slightly different. Drawing has Sheet Information and Part Information sections. List doesn't have Part Information section.

Part and Assembly only have four fields. There are Part Number, Cage Code, Revision Letter, and Nomenclature.

#### Step by step to fill out the Detail Form (C1) for Drawing and List

- 1. To fill out the Detail Form, you must first select a Branch, such as: AMSEL-LC-CCS-C/AN/MYQ-4, and then click C1 (Detail Form).
  - a. Login to KONFIG and click KONFIG CM Folders, which is the first icon on the top.
  - b. Click "+" from any Branch, such as AMSEL-LC-CCS-C and check mark the sub Branch, such as AN/MYQ-4.
  - c. Click C1.
- 2. On the Detail Form (C1), select Drawing/List as Item Type, then enter a Drawing Number and click Find.
- 3. If the system doesn't find any drawing/List with this Drawing Number, you will receive a window message "Drawing/List xxxxxx not found". Click "OK" for this message, then you may enter data for this drawing/list.



#### **DETAIL FORM**

- 4. On the **Detail Form (C1)** screen.
  - Select a Item Type: Drawing or List

C1

- Enter the **Drawing Number**.
- Enter the Cage Code (optional).
- Select a **Document Type** (optional).
  - o DP Product.
- Enter the **Total Number of Sheets** (optional).
- Enter the **Revision Letter** (optional).
- Select a **Drawing Size** (optional).
  - o A, B, C, D, E, F, G, H, J, K, A1, A2, A3.

Code	Drawing Size
Α	4" x 5-1/2"
В	4" x 5-3/4"
С	4" x 8"
D	5" x 8"
Е	6-1/2" x 9-1/2"
F	8-1/4" x 10-3/4"
G	8-1/2" x 11"
Н	15-3/4" x 10"
I	16-1/2" x 10-3/4"
J	17" x 11"

Note: This selection is not for List.

- Enter the Nomenclature.
- Select a **Distribution Code** (optional).
  - o A Unlimited.
  - o B US Government, (controlling DoD office).
  - o C Gov't and Contractors, (controlling DoD office).
  - o D − DoD and Contractors, (controlling DoD office).
  - o E − DoD Only, (controlling DoD office).
  - o F − Request approval of (controlling DoD office).
  - o X certified Contractors, (controlling DoD office).
  - Not assigned.
- Select a **Security Class** (optional).
  - N Non-Classified.
  - o L Limited Proprietary Information.
  - o C Confidential.
  - o S Secret.
  - T top secret.
  - o Not Assigned.
  - o E Confidential restricted data.
  - F Secret restricted data.
  - o G Top secret restricted data.
  - H Confidential formerly restricted data.
  - o J Secret formerly restricted data.
  - K Top Secret formerly restricted data.

- M Confidential modified handing authorized.
- Select a Format (optional).
  - N/A, ASCII, OFFLINE, FRAMEMAKER, GIF, RASTER, POSTSCRIPT, TIFF, JPEG, BMP, PDF, WORD, C4, AUTOCAD, SCML, CALS, HPGL, IGES, EXCEL, NIF, GERBER, TEXT, DIRECTORY, POWERPOINT, ACCESS, WORKPERFECT, MS\_PROJECT, EXE, AVI, CGM, INTERLEAF, PLOT.
- Attach a File if necessary (optional).
- Check mark the ECP incorporated if necessary (optional).

#### SHEET INFORMATION

- Click Enter sheet if you have any Sheet Information need to enter. (Optional)
  - Sheet: enter sheet number would be automatically filled out by the system (optional).
  - o Enter the **Revision Letter** (optional).
  - Select a File Format (optional).
    - N/A, ASCII, OFFLINE, FRAMEMAKER, GIF, RASTER, POSTSCRIPT, TIFF, JPEG, BMP, PDF, WORD, C4, AUTOCAD, SCML, CALS, HPGL, IGES, EXCEL, NIF, GERBER, TEXT, DIRECTORY, POWERPOINT, ACCESS, WORKPERFECT, MS PROJECT, EXE, AVI, CGM, INTERLEAF, PLOT.
  - Attach a File if necessary (optional).

#### PART INFORMATION

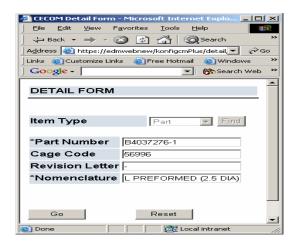
- (Optional) Enter Part Information.
  - o Enter the **Dash** (optional).
  - o Enter the End Dash (optional).
  - o Enter the NSN (optional).

**Note:** This selection is not for List.

Click Go.

#### Step by step to fill out the Detail Form (C1) for Assembly

- 1. To fill out the Detail Form, you must first select a Branch, such as: AMSEL-LC-CCS-C/AN/MYQ-4, and then click C1 (Detail Form).
  - Login to KONFIG and click KONFIG CM Folders, which is the first icon on the top.
  - Click "+" from any Branch, such as AMSEL-LC-CCS-C and check mark the sub Branch, such as AN/MYQ-4.
  - Click C1.
- 2. On the Detail Form (C1), select Assembly as Item Type, then enter a Part Number and click Find.
- 3. If the system doesn't find any item with this Part Number, you will see a window message "Part xxxxxx not found". Click "OK" for this message, then you may enter data for this part.
- 4. If the system doesn't find any item with this Part Number, you may enter this Part/Assembly as new.



- 5. On the **Detail Form (C1)** screen.
  - Enter the Part Number.
  - Enter the Cage Code (optional).
  - Enter the **Revision Letter** (optional).
  - Enter the Nomenclature.
- 6. Click Go.

## Part IV Configure Form (C2)

Topic(s) to be covered in this section:

**Configure Form Basics** 

Step by Step to fill out the Configure Form (C2)

#### Configure Form Basics

Configuration Data Entry Form (C2) is used to configure a part by identifying other parts and documents that make up the part.

Parts are identified by a Part Number and a CAGE Code.

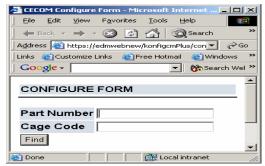
Configuration Data Entry Form (C2) has three sections.

- 1. The top part of the form identifies the Part (Part Number and Cage Code).
- 2. Parts and Assemblies Section: Other Part Numbers with their cage codes, Quantity and Find number that make up the Part as listed on the drawing or PL are entered in this section.
- 3. Documents Section: Specs, Standards, and Lists including Parts List, Gage List, and Wiring List as listed on the Drawing or Part List are entered in this section.

#### Step by Step to fill out the Configure Form (C2) for Part

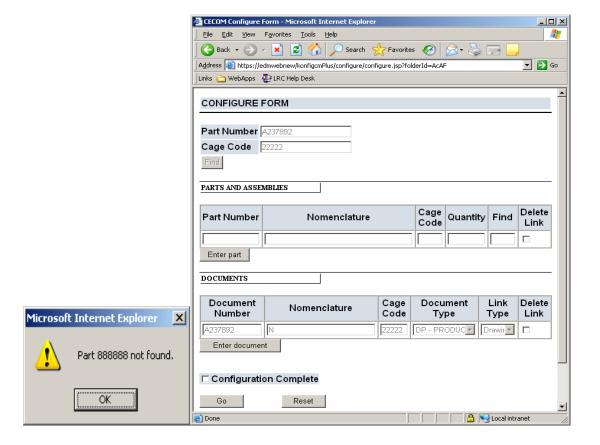
 To fill out the Configure Form, you must first select a Branch, such as: AMSEL-LC-CCS-C/AN/MYQ-4, and then click C2 (Configure Form).





2. On the Configure Form (C2), enter a Part Number with or without Cage Code, and then click Find.

Note: If the system doesn't find any Part with this Part Number, you would receive a message window: Part xxxxxx not found. Otherwise, a Configure Form window would be opened.



- 3. For the Configuration Data Entry Form, there are three areas; (1) Part Number and CAGE Code information, (2) Parts and Assemblies area, and (3) a Documents area.
- 4. The middle area of the Configuration Data Entry Form is the Parts and Assemblies area. Click "Enter part" button to add new part sheet. Enter Part Number, Cage Code, or any other information as shown above.
- 5. The bottom area of the Configuration Data Entry Form is the Documents area. Click "Enter document" button to add new document information. Enter Document Number, Cage Code, or any other information from the Drawing in the Documents area of the Configuration Data Entry Form as shown above.
- 6. After verifying that all documents are entered, click Go button.
- 7. If there is a deficiency, a message appears asking if you want to create a deficiency. Check your entry to verify its accuracy. If your entry is correct, click on "Yes". The system creates a Deficiency entry that will require resolution. (See the instructions for Correcting Deficiencies.)
- 8. If there are no deficiencies, the Configuration Data Entry Form becomes blank.

## Part V Access Drawings

Topic(s) to be covered in this section:

**Drawing Basics** 

**Step by Step to Access Drawings** 

#### **Drawing Basics**

You can store and retrieve any drawings or documents from KONFIG System. You can open the following drawings or documents from KONFIG with your installed window software.

- Adobe (\*.pdf)
- Bentley (\*.dwg)
- Imagenation (\*.C4, \*.tif, \*.ras, \*.igs)
- Volo View (\*.dwg, \*.dxf)
- Word (\*.doc)

Drawing – {Dwg} on the Main KONFIG Window, this is the drawing Image.

Parts – {Part} on the Main KONFIG Window, this is the Part Image.

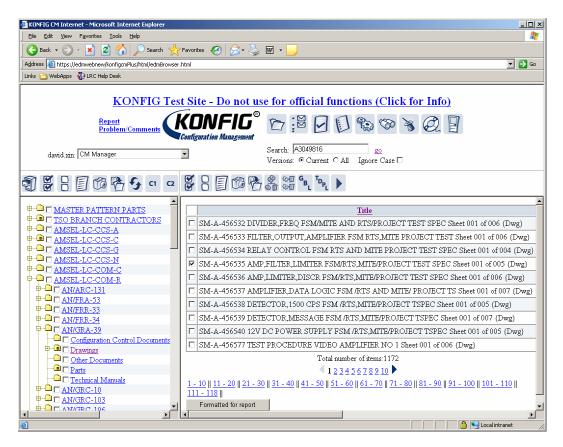
Lists – {List} on the Main KONFIG Window, this is the List Image.

#### Step by Step to Access Drawings

There are two ways to access a drawing. One way is access from Branch and another way is through Search.

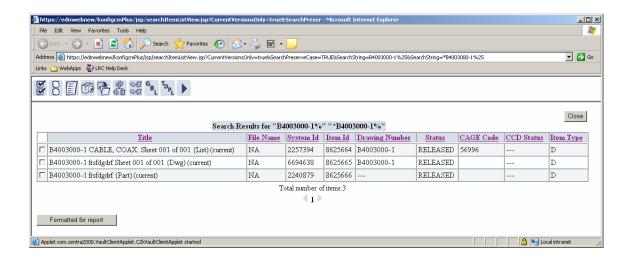
- 1. On the KONFIG Folders Page,
  - Select a Branch, such as, AMSEL-LC-CCS-C
  - Select a Sub\_branch, such as, AN/GYK-29
  - Click Drawings

You can see a list of drawings in the right panel.



2. From the search: enter a drawing number in the search field, Click on Go, a new window will be popped up. See below.

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3. Open a drawing, part, or list.



a. Select a drawing/part/list and then click View File icon.

Note: If your computer doesn't install the drawing software or configure correctly, you may receive the following message. Ask KONFIG Administrator for assistance.



- 4. View a Metadata for a drawing, part, or list.
  - a. Select a drawing/part/list and then click View Metadata icon.



## Part VI Engineering Change Proposals (ECP) Linking

Topics to be covered in this section:

**Engineering Change Proposals Basics** 

**Step by Step to Create/Remove/Verify Engineering Change Proposals** (ECP) Linking

### **Engineering Change Proposals Basics**

**Engineering Change Proposals (ECP)** is a proposed engineering change and the documentation by which the change is described and suggested

## Step by Step to Create/Remove/Verify Engineering Change Proposals (ECP) Linking

#### 1. Creating a Drawing Part Number using the C1 Form

- Login to Konfig and click KONFIG CM Folders.
- Click "+" sign from your Branch (e.g. AMSEL-LC-CCS-C) and select your sub-Branch (e.g. AN/MYQ-4).
- Click **C1** Icon (A new Detail Form browser window will be opened.)
- Enter a new drawing number in the **DETAIL FORM** and click the Find Icon.(Verify that the new drawing number is not in the system. Example: ZX123456)
- Click **OK** when you see a message window which indicate "Drawing not found"
- Enter the following Meta Data and click on the **Go** button.

i. Document Type: DP-PRODUCT

ii. Revision: A

iii. Drawing Size: C

iv. Nomenclature: N/A

v. Dash: 001

vi. End Dash: 003

Complete will be shown after finish all the process.

#### Verify your creation

- Enter the drawing number which you just created, such as ZX123456 in Search field, and then click go.
- The results are varies. Here are examples:
  - i. ZX123456 n/a Sheet 001 of 001 (Dwg)
  - ii. ZX123456 n/a {Part}(current)
  - iii. ZX123456 -001 n/a {Part}(current)
  - iv. ZX123456 -002 n/a {Part}(current)
  - v. ZX123456 -003 n/a {Part}(current)

#### 2. Creating Engineering Change Proposal (ECP) Linking

 Under your Branch, which you selected before (e.g. AN/MYQ-4), place a check mark on the Configuration Control Document.

- Click on the Create Item Icon.
- Under the Super Class, select the Change Request.
- Click the Next button.
- Enter Meta-Data as necessary.
- CCD Number: Enter CCD number here, such as ZX1234567
- Then click **Add Link** in the **Items Affected By Change** section.
- Select the drawing you created in section 1 (such as ZX123456) under AMSEL-LC-CCS-C/AN/MYQ-4/Drawing. Click **OK**.
- Click **OK** for successfully added items message window.
- Scroll down and click the "Create" button.
- Click **OK** when you see a Message Window: item: xxxxxx Successfully Created

#### Verify Drawing, Part, and ECP CCD status

- Enter ZX123456 in Search field, and then click go.
- Check Status for Drawing and Part which Drawing number are ZX123456.
- The correct status should be: CHANGE PENDING/CHANGE PENDING
- Check CCD Status for ECP which Title ZX1234567 {ECP}.
- The correct status should be: PENDING

#### Verify Drawing, Part, and ECP CCD status from Metadata

- Select those two drawing and part (ZX123456), and then click View Metadata.
- Verify the Status.
- The correct status should be: CHANGE PENDING/CHANGE PENDING
- Select the ECP (ZX1234567), and then click **View Metadata**.
- Verify the CCD Status.
- The correct status should be: PENDING

#### 3. Change CCD status

- Select the ECP (ZX1234567), and then click **Check Out**.
- Select it again, and click Modify Item.
- Change the **CCD Status** from PENDING TO APPROVED.
- Then click Modify & Check In.
- Click **OK** when the following message window is opened, "KONFIG CM Item Successfully Modified".

#### 4. Removing the (ECP) Linking for the drawing using The C1 form

- Place a check mark to the folder "e.g. AN/MYQ-4".
- Select C1 Icon.
- Enter Part number (e.g. ZX123456) in the Detail Form and click the **Find** Icon.
- Once the drawing is located, place a check mark for "ECP Incorporated" and click Go.
- Complete will be shown after finish all the process.

#### Verify Removing the (ECP) Linking

- Perform a search for ZX123456 and verify the status.
- The correct status should be: RELEASED

#### 5. Removing the (ECP) Linking for the part using The C2 form

- Place a check mark to the folder "e.g. AN/MYQ-4".
- Click **C2** Icon.
- Enter Part number (e.g. ZX123456) in the Configuration form and click the **Find** Icon.
- Once the part is located, place a check mark for "Delete Link" and "Configuration Complete" and click Go.
- Complete will be shown after finish all the process.

#### Verify Removing the (ECP) Linking

- Perform a search for ZX123456 and verify the status.
- The correct status should be: RELEASED
- Select the ECP (ZX1234567), and then click View Metadata.
- Verify the CCD Status.
- The correct status should be: RELEASED

## Part VII Generation Breakdown List (GBL)

Topics to be covered in this section:

Generation Breakdown List (GBL) Basics

Step by Step to generate Generation Breakdown List (GBL) report.

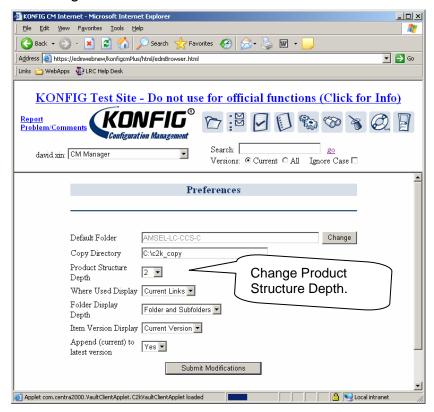
## Generation Breakdown List (GBL) Basics

In KONFIG, you have the capability to get a KONFIG GBL Report with the levels indicated. This is useful to see the hierarchy of the product.

#### Step by Step to run the Generation Breakdown List (GBL) report

Before getting this report, modify your Preferences on the Display tab.

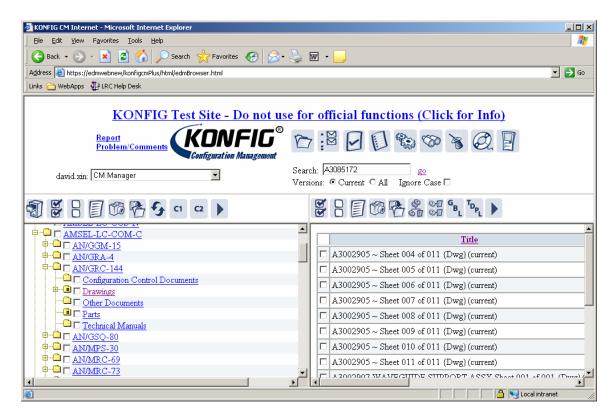
- 1. On the Main KONFIG Window, click on KONFIG CM Preferences icon.
- On the Preferences window, change the Product Structure Depth Level to whatever you think it is necessary and also make any other necessary changes. Click on **Submit Modifications**.



- 3. On the KONFIG Folders Page,
  - Click the "+" sign in the frond of the Branch, such as, AMSEL-LC-CCS-C
  - Click the "+" sign in the frond of the Sub\_branch, such as, AN/GYK-29
  - Click Drawings or Part.

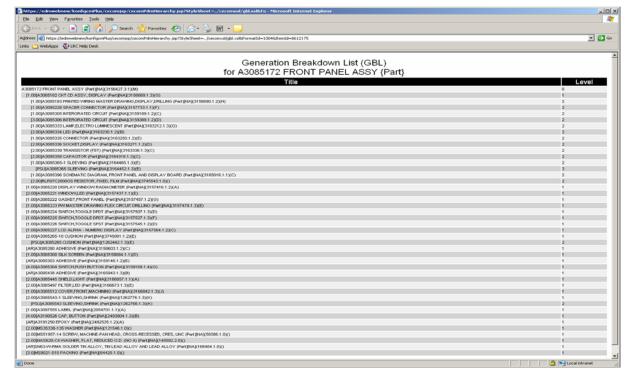
You can see a list of drawings/Parts/Lists in the right panel.

And also you can find the item with the search function: enter a Part number in the search field, Click the Go, a new window will popup.





- 5. Select the Part, then click GBL icon.
- 6. The Generation Breakdown List Browser Window appears.



## Part VIII Technical Data Package List (TDPL)

Topics to be covered in this section:

**Technical Data Package List (TDPL) Basics** 

Step by Step to run the Technical Data Package List (TDPL) report.

#### Technical Data Package List (TDPL) Basics

The Technical Data Package List (TDPL) contains product drawings, parts lists, wire lists, gage lists, packaging documents, inspections drawings, specifications and standards, master patterns, and any outstanding Engineering Change Proposals (ECP).

Engineers who use the TDPL may have questions about the configuration. When this happens, members of our group need to access the Technical Data Package List to discuss the issues.

From TDPL Report, you can find the Metadata information for this drawing by

click View Metadata icon which is on the first column. You can also find Drawing, Cage Code, or SPEC/STD ID information by click the Links in Drawing Number, Cage Code, or SPEC/STD ID fields.

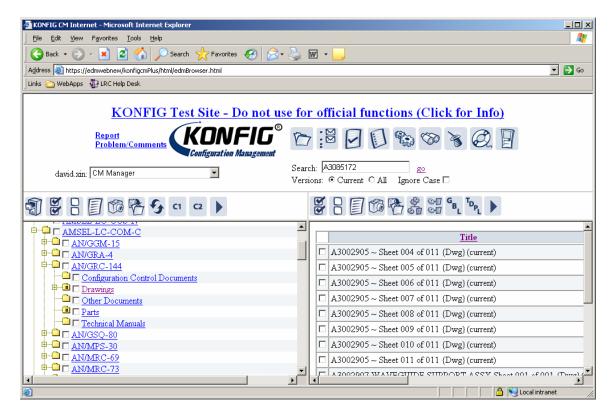
#### Step by Step to run the Technical Data Package List (TDPL) report

There are two ways to find the item you look for.

- On the KONFIG Folders Page,
  - Click the "+" sign in the frond of the Branch, such as, AMSEL-LC-CCS-C
  - Click the "+" sign in the frond of the Sub\_branch, such as, AN/GYK-29
  - Click Drawings or Part.

You can see a list of drawings/Parts/Lists in the right panel.

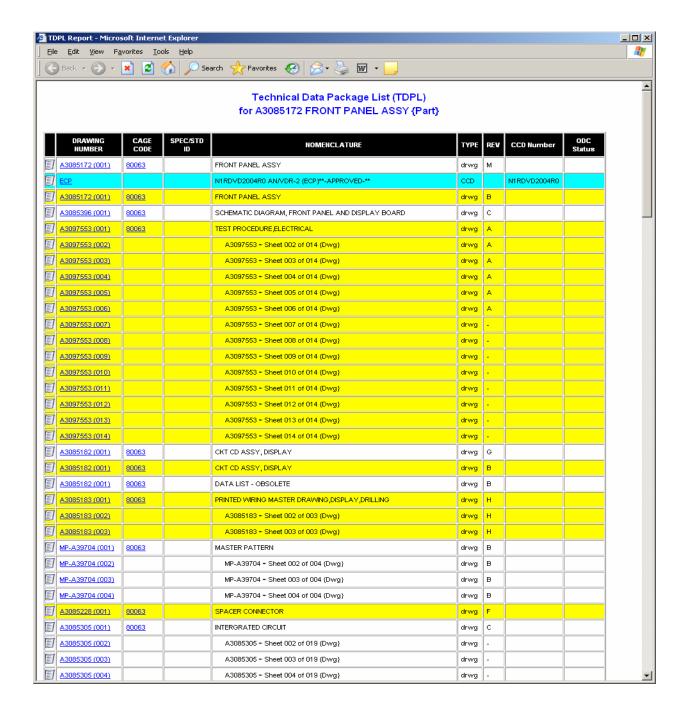
2. And also you can find the item with the search function: enter a Part number in the search field, Click the Go, a new window will popup.





- 3. Select the Part, then click **TDPL** icon.
- 4. The Technical Data Package List Browser Window appears.

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## **Glossary of Terms**

C1 Detail Form

C2 Configuration Data Entry Form

**CCD** Configuration Control Decision

**CM** Configuration Management

**ECP** Engineering Change Proposals

**EDM** Engineering Data Management

**GBL** Generation Breakdown List

**KCMi** KONFIG Configuration Management

**PLM** Product Lifecycle Management

**TDPL** Technical Data Package List

**WF** Workflow